

## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

**December 5, 2006**

**7:30 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Mayor Guinta calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by the Mayor's Youth Advisory Council regarding underage drinking.
4. Informational presentation by National Multiple Sclerosis Society, Central New England Chapter.

### **CONSENT AGENDA**

5. Mayor Guinta advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

### **Informational – to be Received and Filed**

- A. Communication from Big Brothers Big Sisters of Manchester thanking the City for its funding and advising of a partnership with DCYF to provide mentoring to youth in foster care.
- B. Communication from Claire Bouchard writing in regard to the recent actions of the Board establishing limits on assets for seniors indicating her lack of understanding why the differences were established for married and single senior groupings.

## **REPORTS OF COMMITTEES**

### **COMMITTEE ON HUMAN RESOURCES**

- C. Recommending that a request to establish a new class specification for a Solid Waste Compliance Officer be approved and for such purpose recommending Ordinance:  
“Amending Sections 33.024, 33.025 & 33.026 (Solid Waste Compliance Officer) of the Code of Ordinances of the City of Manchester.”  
be referred to the Committee on Bills on Second Reading for technical review.  
*(Aldermen Gatsas, Shea, Pinard and Duval in favor. Alderman Garrity opposed.)*
- D. Advising that it has approved ordinance amendment:  
“Amending Section 33.048 Advancements Within Pay Range of the Code of Ordinances of the City of Manchester substituting language in Section B Step Increases.”  
and recommending same be referred to the Committee on Bills on Second Reading for technical review.  
*(Unanimous vote.)*
- E. Recommending that a request to reclassify an Electrician II position at the Water Works Department to a Process Control Technician be approved and for such purpose recommends Ordinance:  
“Amending Section 33.024, 33.025 and 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester  
be referred to the Committee on Bills on Second Reading for technical review.  
*(Unanimous vote.)*
- F. Recommending that a request of the Mayor for authorization of an additional Assistant to the Mayor part-time position be approved.  
*(Aldermen Garrity, Duval and Pinard in favor. Aldermen Shea and Gatsas opposed.)*

- G.** Recommending that the Board adopt the enclosed policy for a Flexible Benefit Vacation Buy Plan and further recommends that Ordinance:  
“Amending Section 33.079 (H) (1) Flexible Benefit Vacation Plan of the Code of Ordinances of the City of Manchester.”  
be referred to the Committee on Bills on Second Reading for technical review.  
*(Unanimous vote.)*
- H.** Recommending that a request that two support positions assigned to the Ordinance Violations Unit in the Police Department be reclassified from Customer Service Representative I to the level of Customer Service Representative II.  
*(Unanimous vote.)*
- I.** Recommending that a request of the Public Works Director to reallocate the Equipment Service Technician II position from a salary grade 13 to a salary grade 14 be approved and for such purpose recommending that Ordinance:  
“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”  
be referred to the Committee on Bills on Second Reading for technical review.  
*(Unanimous vote.)*

**LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.**

6. Nominations to be presented by Mayor Guinta, if available.
7. Communication from Pamela Goucher, Deputy Planning Director advising that the Planning Board has voted to recommend Peter Capano be re-appointed to serve on the Southern New Hampshire Planning Commission term expiring June 30, 2009.  
**Ladies and Gentlemen, what is your pleasure?**

8. Updates requested by Alderman Roy as follows:
  - a) payments on Riverfront development;
  - b) Jac-Pac, RFP, Income (enclosed);
  - c) Granite Street budget/schedule;
  - d) Crime Prevention measures including:
    - K-9 (specifically policy on drug dogs)
    - Manpower
    - Special Reserves
    - National Advertising
  - e) Net Team results/recommendations; and
  - f) status of vacancy savings
9. Mayor Guinta advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.
10. Mayor Guinta calls the meeting back to order.

#### **OTHER BUSINESS**

11. State Legislative update presented by Mayor Guinta, if available.
12. Report(s) of the Committee on Lands and Buildings, if available.  
**Ladies and Gentlemen, what is your pleasure?**
13. Communication from Finance Department submitting a request to authorize expenditure of funds totaling \$110,000 from the EPD Replacement Account to enable repairs for the septage receiving facility scale and aerator.  
**Ladies and Gentlemen, what is your pleasure?**

**14. Ordinance: (A motion is in order to read by title only.)**

“Amending the Code of Ordinances of the City of Manchester by adding sections and changing language to 70.06, 70.48 and 70.78 providing for Pay and Display Meters, Procedures, Enforcement and Penalties.”

**This Ordinance having had its final reading the question is on passing same to be Ordained.**

**TABLED ITEMS**

**A motion is in order to remove any of the following items from the table for discussion.**

**15. Report of the Committee on Bills on Second Reading recommending that Ordinance:**

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.”

ought to pass.

*(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)*

*(Tabled 09/05/2006)*

**16. Report of the Committee on Bills on Second Reading recommending that Ordinance:**

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery.”

ought to pass.

*(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)*

*(Tabled 09/05/2006)*

17. Communication from Randy Sherman, Interim Finance Officer, requesting that approximately \$50,000.00 be set aside in Contingency due to the severance payout to the former Finance Officer.  
*(Tabled 11/28/06 pending filling of permanent Finance Officer position and review of other fund sources by Mayor.)*
18. **NEW BUSINESS**
  - a) Communications
  - b) Aldermen
19. If there is no further business, a motion is in order to adjourn.

# MAYOR'S YOUTH ADVISORY COUNCIL

c/o City of Manchester Office of Youth Services  
Carol M. Rines Center for the Arts and Health Sciences  
1528 Elm Street / Lower Level  
Manchester, New Hampshire 03101  
[MYAC@ManchesterNH.gov](mailto:MYAC@ManchesterNH.gov)

October 11, 2006

2006 / 2007 Mayor's Youth  
Advisory Council

Ashley Pratte,  
Chair  
Trinity High School

Vicky Adewumi  
West High School

Paige Beleski,  
Memorial High School

Kayleigh Cassidy  
Central High School

Nguyen Doan,  
The Derryfield School

Joshua Dolman  
West High School

Allison Fink,  
The Derryfield School

Rachel Hedge,  
Memorial High School

Shawn Morris,  
Trinity High School,

David Roy,  
Trinity High School

Nicholas Tatsis  
Central High School

Mai-Don Tran,  
Central High School

Sarah Tyer,  
West High School

Advisors:

Sean Thomas,  
City of Manchester  
Mayor's Office

David Scannell,  
Manchester School  
District

Marty Boldin,  
Office of Youth  
Services

The Honorable Frank C. Guinta, Mayor  
The Honorable Mike Lopez, Alderman At-Large  
Board of Mayor and Aldermen  
City Hall  
Manchester, NH 03101

Dear Mr. Mayor and Mr. Chairman:

I am writing to you on behalf of the Mayor's Youth Advisory Council, which I serve as Chair, to request that we may address the Board of Mayor and Aldermen on the issue of underage drinking, which is of great concern to us.

The Mayor's Youth Advisory Council has prepared a presentation on this topic, twenty-five minutes in length. We respectfully request that we be placed on the agenda of the meeting to be held on December 5, 2006. Should that meeting be fully booked, we stand ready to present at a subsequent meeting of your choice.

I look forward to hearing from you soon.

Sincerely yours,

Ashley Pratte, Chair

Copy: Board of Aldermen

AP/dk



"The Mayor's Youth Advisory Council provides the City of Manchester with a youth perspective on public policy while nurturing healthy citizenry habits for the future of the community"



NATIONAL  
MULTIPLE SCLEROSIS  
SOCIETY

National Multiple Sclerosis Society  
Central New England Chapter  
101A First Avenue, Suite 6  
Waltham, MA 02451-1115  
Tel 781 890 4990  
1 800 FIGHT MS  
Fax 781 890 2089

Central New England Chapter

November 21, 2006

The Honorable Frank C. Guinta  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Dear Mayor Guinta,

On behalf of the National Multiple Sclerosis Society, Central New England Chapter, we respectfully request the opportunity to provide an informational presentation to the Board of Mayor and Alderman on December 5, 2006.

We intend to showcase the City of Manchester at a new bicycling event in August 2007. This event will include a charity bike-a-thon, a professional criterium race, a bicycle safety rodeo for children, and a bicycling exposition. Our hope is that we can raise awareness of multiple sclerosis and raise funds for client services and research programs.

Hosting this event in Manchester will allow us to attract many participants and spectators from all of New Hampshire and other states. Area hotels, restaurants and retailers will benefit from this weekend event. Families and individuals will benefit from the healthy and educational activities. We will present bicycling as a safe and convenient form of recreation and transportation.

Multiple sclerosis (MS) is a chronic, often disabling, neurologic disease that affects the central nervous system, causing highly unpredictable and often severe symptoms that range widely, including tingling and numbness, fatigue, blurred vision, and loss of mobility. Today, approximately 2,500 New Hampshire residents live with this unpredictable disease, with more being diagnosed every day. While there are several therapies to treat its symptoms, there is no cure for MS.

Understanding the time constraints we all must manage, this informational presentation will be brief. We are not seeking a decision by the Board. We are only seeking opinions and guidance, to make this event everything we are convinced it can be.

Very truly yours,

Roger G. Douville  
Manchester, NH  
Event Chair, *Start to Finish MS*  
Team Captain, Roger's Superheroes

  
Heidi Roy  
Bedford, NH  
Development Manager, NMSS

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Southeastern Region: 3119 Cranberry Highway (Unit 5E), East Wareham, Massachusetts 02538-4803 • (508) 759-0402 • Fax (508) 759-0379  
Central/Western Region: 250 Commercial Street, Worcester, Massachusetts 01608-1726 • (508) 752-2545 • Fax (508) 752-2567  
Northern Region: 20 Commerce Park North, Suite 106, Bedford, New Hampshire 03110 • (603) 623-3501 • Fax (603) 623-4205



25 Lowell Street, Suite 201  
Manchester NH 03104  
Tel: (603) 669-5365  
Fax: (603) 647-6577  
www.bbbsmanchester.org

**Big Brothers Big Sisters  
of Greater Manchester**

RECEIVED

NOV 16 2006

MAYOR'S OFFICE

# Memo

**To:** Office of Mayor and Aldermen  
**From:** Jocelyn Perez, Executive Director, Big Brothers Big Sisters of Greater Manchester  
**Date:** 11/14/2006  
**Re:** Big Brothers Big Sisters and DCYF Partner up to Provide Mentoring to Youth in Foster Care.

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Please see the attached press release and article on the Big Brothers Big Sisters of Greater Manchester's recent collaboration with the Division of Children, Youth and Families. Since 1966, Big Brothers Big Sisters of Greater Manchester has been matching caring, adult mentors with children in need of a mentor. Our history of successful relationships is based on a proven mentoring system and measurable, positive results. Being a agency that is supported through the city's CIP funding department, we would like to thank you for allowing us to have the opportunity to work with other organizations through the area to collaborate on issues that will only better the Manchester area's youth. Without the in kind donations, federal and state grants, and the city's funding we would not be able provide our services to the greater Manchester community.

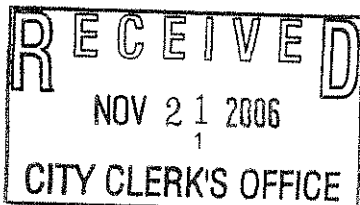
Many Sincere Thanks,

Big Brothers Big Sisters of Greater Manchester

Jocelyn Perez

Executive Director

603-669-5365 x 204



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[www.bbbsmanchester.org](http://www.bbbsmanchester.org)

**BOARD OF DIRECTORS**

**PRESIDENT**

Jason Perry, Director of Sales & Marketing  
Verizon Wireless Arena

**FOR IMMEDIATE RELEASE**

**CONTACT:** Kelly Gramatikas, Partnership & Development Director  
(603) 669-5365 x 206

**VICE PRESIDENT**

Shayne Durant, Corporate Sales  
Coca-Cola of N. New England

**TREASURER**

Kevin Stack

**SECRETARY**

Cindy Gaffney, VP  
Greater Manchester Chamber of Commerce

Elizabeth Bailey  
Sheehan, Phinney, Bass & Green, PA

Marypat Bilodeau  
Marypat Bilodeau Realty

Melissa Chaput  
Citizens Bank

Lee Cloutier  
Citizens Bank

David Kuhman  
Fisher Skies

Berry Leonard, Jr.  
Centrix Bank

Peter Madden  
Chase Paymentech Solutions

Angela Martin  
Devine, Millimet, & Branch, P.A.

Al Romero  
Bank of America

Shawn Smith

Robbie St. Amand  
Cellular Specialties, Inc.

**\*\*\* MEDIA ADVISORY \*\*\***

# **Big Brothers Big Sisters of Greater Manchester and the Division for Children, Youth and Families team up to extend Mentoring Services.**

**MANCHESTER, NH (October 16, 2006)** – The Division for Children, Youth and Families (DCYF) and Big Brothers Big Sisters of Greater Manchester have joined together to create a better future for area youth in foster care. The purpose of this partnership is to establish relationships between the youth and caring adults who will help them develop self-sufficiency skills. Jocelyn Perez, Executive Director of Big Brothers Big Sisters of Greater Manchester, states "We are pleased and excited about this new venture with DCYF. Thanks to the federal support offered through DCYF, Big Brothers Big Sisters of Greater Manchester will now be able to focus more on the teens who so desperately need a mentor in their lives. We (the agency) are honored by this opportunity!"

Adolescence is a time when youth learn the skills they need to live as adults. For most teens, parents and families play a major role in this preparation. Older youth in foster care, who are less likely to return to their families or be adopted, often lack the opportunities and relationships needed to obtain these skills. As a result these youth are not sufficiently prepared for the difficult and challenging

--MORE--

201 Lowell Street, Suite 201, Manchester, NH 03101  
Phone: 603-669-5365, Fax: 603-647-6577

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[www.bbbsmanchester.org](http://www.bbbsmanchester.org)

transition from foster care to adulthood. A mentor can assist them through this process by providing guidance and support as they learn the adult living skills they need. By not having to "go it alone" these youth have a much better chance to achieve their goals and realize their full potential.

Through the John H. Chafee Foster Care Independence Act of 1999, the New Hampshire DCYF Adolescent Program receives a yearly allocation of federal funds to prepare older foster care youth for the transition from foster care to adulthood. A key provision of the Chafee legislation is that this money be used to "provide personal and emotional support to children aging out of foster care through mentors and the promotion of interactions with dedicated adults" (Sec 477. [42 U.S.C. 677]). A portion of New Hampshire's Chafee money has been dedicated to this cause. The funding will be made available on a case by case basis to support the efforts of Big Brothers Big Sisters of Greater Manchester to recruit, train and support mentors for foster care youth in the Manchester area.

Big Brothers Big Sisters of Greater Manchester has been providing one-to-one mentoring services to the youth in Manchester for 40 years. This year marks their 40<sup>th</sup> Anniversary of servicing the Manchester community, in honor of this celebration BBBSGM has set a long term goal of serving 850 youth (currently 330) by the year 2010. To learn more information on how you can help Big Brothers Big Sisters turn little moments into big magic with as little as one hour a week, call 603-669-5365 or check them out on the web at [www.bbbsmanchester.org](http://www.bbbsmanchester.org).

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201 Lowell Street, Suite 201, Manchester, NH 03101  
Phone: 603-669-5365, Fax: 603-647-6577

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# Union Leader

Page B1

Saturday  
Nov 4, 2006

Contact BBBS with questions 669-5365x201

## **FOR THE KIDS**

### **Mentor program for foster care children**

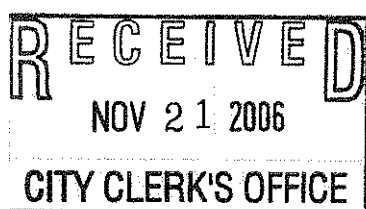
The state has joined forces with Big Brothers Big Sisters of Greater Manchester in a pilot program to help older children in foster care.

The Division for Children, Youth and Families and the Division for Juvenile Justice Services will partner with the long-established mentoring program to help build "self-sufficiency skills" for adolescents in state care.

"This is a fantastic chance for children to identify strong role models and get guidance from some wonderful, caring adults," said John Stephen, commissioner of the Department of Health and Human Services, which will fund the effort to recruit and train mentors.

The DCYF Adolescent Program gets federal dollars each year to prepare older foster care youth for the transition to adulthood, and some of that money will be used to fund the pilot project.

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11-18-06

Board of Major & Alderman.

I'm writing this letter to you because when I found out that the limits on assets for seniors were raised to \$100,000 for a married person it stayed at \$75,000 for a single person really upset me. I couldn't understand the reasoning behind it. I called my Alderman he talked to the committee that made that decision then he called me back and said because it's more expensive to run a household with 3 people than with one, a household with 2 people has 2 income. I lost my husband 9 years ago when he passed away I lost 2/3 of my household income. I'm getting soc sec of \$996.00 a month which of course does not make it. I would have qualified this year for an exemption if it had been raised equally. we all pay the same tax rate so we should all share in some of the benefits. I don't know how you can say it's more expensive to run a house with 3 people

taxes some for 2 as 1

more in  
eating  
lecture

" "  
" "  
" "

Water & EPD some

B

When my husband past away my grocery bill went down, but now I pay for yard work in the summer and snow removal in the winter. I have to tell you we did not look for any exemptions when my husband was living we were doing ~~first~~ fine.

I'm still puzzled as to how you came to this decision and I would appreciate very much if someone would get in touch with me and explain it to me. I'm sure there are probably a lot of widows and widowers out there asking the same question.

Thank you for reading my letter.  
hope to hear from you soon.

Claire Bouchard  
66 Mayland Ave.  
Manchester N. H. 03109

tel 6225674

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**To the Board of Mayor and Aldermen of the City of Manchester:**

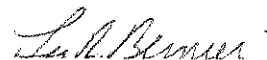
The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request to establish a new class specification for a Solid Waste Compliance Officer be approved and for such purpose recommending Ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Solid Waste Compliance Officer) of the Code of Ordinances of the City of Manchester.”

be referred to the Committee on Bills on Second Reading for technical review.

*(Aldermen Gatsas, Shea, Pinard and Duval in favor. Alderman Garrity opposed.)*

Respectfully submitted,



Clerk of Committee

# City of Manchester New Hampshire

*In the year Two Thousand and Six*

## AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Solid Waste Compliance Officer) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Solid Waste Compliance Officer

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Solid Waste Compliance Officer-, Grade 15, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 5611, Solid Waste Compliance Officer. (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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# DRAFT



## City of Manchester, New Hampshire Draft Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Solid Waste Compliance Officer
Class Code Number	5611-15

### General Statement of Duties

Performs inspections and enforcement work relating to compliance with City Health and Sanitation Ordinances and City Health and City Highway Solid Waste Regulations; performs directly related work as required

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure adherence to existing City Ordinances relating to Health and Sanitation and to City Regulations. The work is performed under the supervision and direction of the Chief of Street Operations, Assistant Chief of Street Operations as well as the Refuse superintendent but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establishes and maintains effective working relationships with other City employees, representatives of the Manchester Health Department and Building Department, and the public. The principal duties of this class are performed in both an indoor and outdoor work environments requiring access to all areas of the city

### Examples of Essential Work (illustrative only)

- Inspects, investigates and enforces City Health and Sanitation Ordinances and Regulations;

- Inspects, investigates and enforces City Highway Department Solid Waste Regulations;
- Interprets and applies applicable ordinances and regulations;
- Coordinates enforcement actions between the Health Department, Housing Code, Building Department and others;
- Patrols city streets and alley ways and monitors activity to identify violations of applicable ordinances and regulations and takes appropriate actions to deal with the situation, including, issuing written warnings, issuing citations or rectifying the situation through a dialogue with all parties involved as warranted;
- Receives complaints, researches ownership of property and records and performs inspections and conducts reexaminations to ensure any situation has been rectified
- Prepares documentation to assist the City's legal Department in the prosecution of violators
- Observes violations, takes pictures, issues notices, counsels code violators, prepares case files, pursues legal remedies, and oversees remedial actions for non-compliant properties;
- Maintains thorough and accurate records of inspections activities;
- Testifies on behalf of the City on legal proceedings
- Responds to request for information from the public and neighborhood organizations on codes issues;
- Reports possible violations outside of area of authority to the proper City Department or outside agency;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Participates at public meetings on solid waste compliance issues;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities  
(at time of appointment)**

- Thorough knowledge of local and State codes, ordinances and regulations relating to health , sanitation and solid waste;
- Thorough knowledge of the codes relating to acceptable materials, policies and procedures;
- Ability to read and interpret local and State ordinances and regulations;
- Knowledge and ability to recognize and properly address hazardous materials and/or public health related materials in solid waste;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from High School or completion of GED; and
- Some experience in related Sanitation and Refuse operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- Valid New Hampshire Driver's License.
- Level 2 Solid Waste Facility License

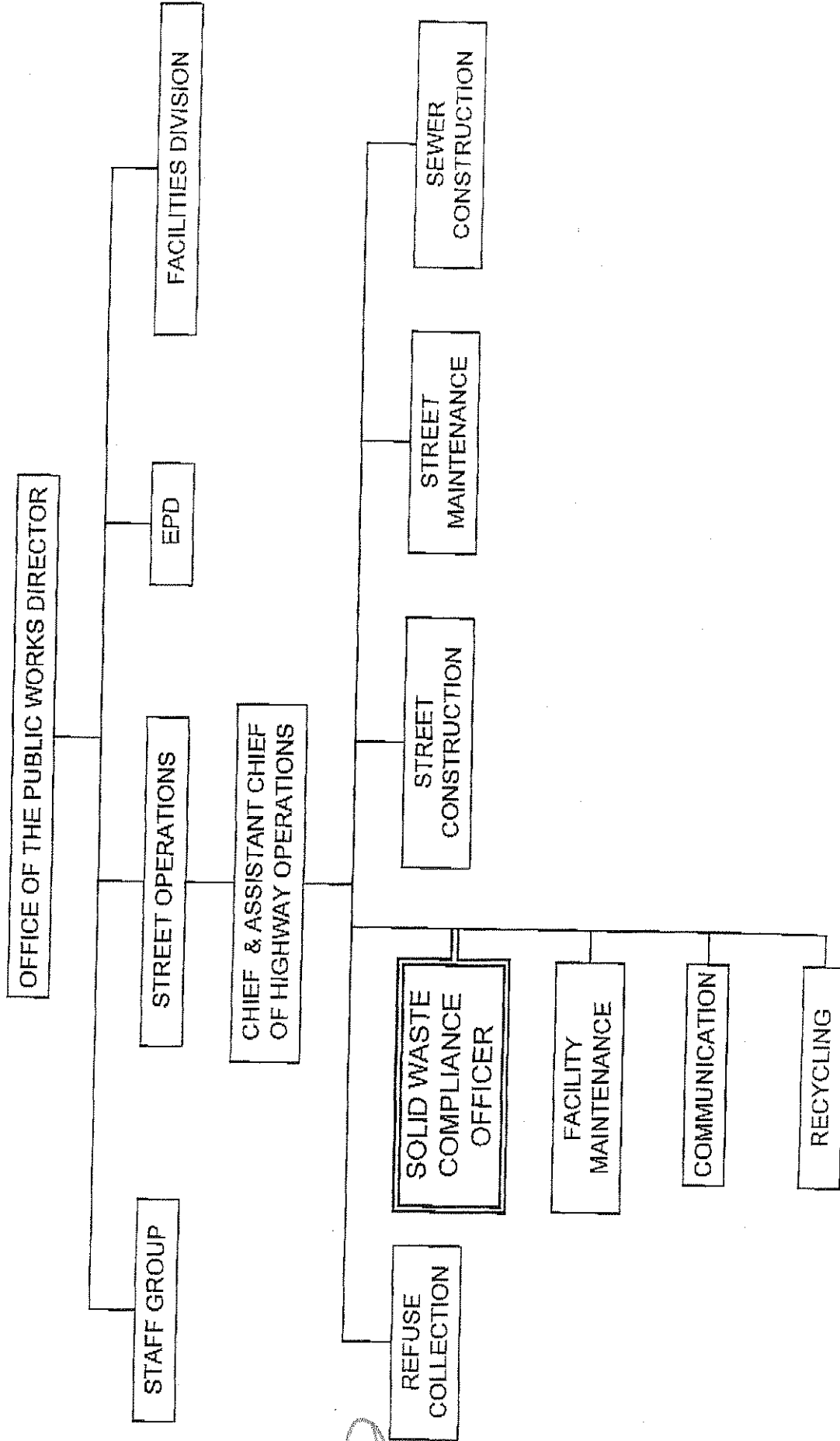
#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect residences for code requirements;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate testing instruments as necessary;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about residences and other buildings as necessary to perform inspections.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# DEPARTMENT OF PUBLIC WORKS ORGANIZATIONAL CHART





# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
www.ManchesterNH.gov



November 3, 2006

Alderman Ted Gatsas, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: New Class Specification,  
Solid Waste Compliance Officer

Dear Alderman Gatsas and Members of the Committee:

On October 17, 2006, the Board of Mayor and Aldermen voted to refer a report of the Committee on Public Safety and Traffic to establish a new class specification and position to be called Solid Waste Compliance Officer.

As a matter of information, in September 2005, a proposed class specification was sent to the Human Resource and Insurance Committee. If my memory serves me right, the proposal was tabled by the Committee pending funding for the new position. I am attaching a copy of the proposed class specification for a Solid Waste Compliance Officer. The proposed salary grade is 15 which equates to a salary range of \$32,312 to \$46,069.

Also attached is a proposed organizational chart which includes this new position.

Your favorable approval to establish the proposed class specification and the new position would be greatly appreciated.

If you have any questions, I would be happy to answer them.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Attachments

Cc: Frank Thomas, P.E.,

**To the Board of Mayor and Aldermen of the City of Manchester:**


The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved ordinance amendment:

“Amending Section 33.048 Advancements Within Pay Range of the Code of Ordinances of the City of Manchester substituting language in Section B Step Increases.”

and recommends same be referred to the Committee on Bills on Second Reading for technical review.

*(Unanimous vote.)*

Respectfully submitted,



Clerk of Committee

D

# City of Manchester New Hampshire

*In the year Two Thousand and* six

## AN ORDINANCE

"Amending Section 33.048 (B) (Advancements Within Pay Range) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend Section 33.048 (B), Advancements Within Pay Range, of the Code of Ordinances of the City of Manchester by deleting language stricken (---) and inserting new language as bolded (**bold**). Language of Section 33.048 (B) not struck through or bolded remains unchanged.

### § 33.048 (B) (ADVANCEMENTS WITHIN PAY RANGE)

(B) ~~Promotion. Employees may be advanced to the higher rate within the range as recommended by the department head and approved by the Human Resources Director or Human Resources and Insurance Committee, based upon their manner of job performance and length of service, except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop standardized forms and processes for use by department heads in assessing and rating employee job performance on an objective and equitable basis. Eligibility dates for such advancements shall be the anniversary date of the employee's date of hire in the assigned class.~~

(B) **Step Increases. Full time employees may be advanced to the higher rates within the range as recommended by the department head and approved by the Human Resources Director or the Human Resources and Insurance Committee, based upon their job performance and length of service except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop a standardized form and process for use by department heads in evaluating employees' work performance. Such evaluation of work performance shall be made on an objective and equitable basis. An incomplete evaluation will be considered a satisfactory evaluation. Eligibility dates for such advancements shall be the anniversary date of the employee's date of hire in the assigned class.**

II. This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

D

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request to reclassify an Electrician II position at the Water Works Department to a Process Control Technician be approved and for such purpose recommends Ordinance:

“Amending Section 33.024, 33.025 and 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester

be referred to the Committee on Bills on Second Reading for technical review.

*(Unanimous vote.)*

Respectfully submitted,



Clerk of Committee





# City of Manchester New Hampshire

*In the year Two Thousand and* Six

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Process Control Technician, Class Code 3823

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Process Control Technician, Class Code 3823, Grade 19, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Process Control Technician, Class Code 3823, Grade 19, (see attach)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

F

DRAFT



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Process Control Technician
Class Code Number	3823

### General Statement of Duties

Specifies, programs, installs, maintains, and repairs process and automation equipment, supervisory control and data acquisition systems, fiber optic and radio transmission LAN and WAN systems, high voltage power switching and transmission systems, and programmable logic controllers; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to maintain complex process and automation control systems used in water supply and treatment operations. The work is performed under limited supervision and direction of an assigned supervisor with considerable leeway granted for the exercise of independent judgment and initiative. Distinguishing features of this class include responsibility for specification of equipment, interfacing of systems, programming, troubleshooting and repair duties, and training of operators utilizing the process, communication, power systems with periodic exposure to voltages of 4160 VAC and greater.

The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business organizations and the public.

The principal duties of this class are performed both indoor industrial and office environments as well as outdoor work environment.

**Examples of Essential Work  
(illustrative only)**

- Installs, programs, and maintains a wide variety of process control software programs, including but not limited to Allen-Bradley RSLogix 500, Allen-Bradley RSLinx, and Fanuc Intellution I-Fix MMI software to control systems throughout the water treatment plant and water supply system;
- Installs, maintains, troubleshoots, and repairs hardware for a fully integrated SCADA (Supervisory Control And Data Acquisition), including all sensors, probes, and programmable logic controller based systems throughout the water treatment plant and water supply system;
- Analyzes and evaluates water quality monitoring systems using engineering and hydraulic principles to ensure data accuracy;
- Programs, operates, and routinely evaluates power quality and usage data utilizing a Siemens VISTA Power Monitoring System and LAN to ensure equipment performance and cost control;
- Supervises and performs scheduled field calibration routines using precision test equipment;
- Supervises and performs preventive maintenance of flow monitoring equipment;
- Prepares maintenance reports and prioritizes repair work to be performed;
- Performs preventive maintenance programs for instrumentation and electrical equipment;
- Meets with architects, engineers and water supply staff to review process requirements and compliance issues;
- Participates in the design of process control systems and supervises contractors to ensure plant requirements are met;
- Inspects and verifies accuracy of installation and testing of new equipment to ensure proper and timely completion of process control system;
- Installs, troubleshoots, repairs, and maintains a Fiber-Optic Ethernet LAN computer network;
- Installs, troubleshoots, repairs, and maintains an FCC Licensed, UHF based radio telemetry WAN system to control remote water supply system pump stations and storage tanks;
- Programs microprocessor based UHF radios utilizing telemetry software;
- Tests radio transmitter power output, antenna performance and radio receiver sensitivity;
- Maintains thorough and accurate records of installation and repair procedures, including a record of all radios for Federal Communications Commission, (FCC), records;
- Reads and interprets electrical and control schematics, block diagrams and line drawings;
- Maintains technical manuals, drawings, sketches, schematic diagrams and various records pertaining to safety issues, work activity and general operation of plant and pump stations;
- Installs, troubleshoots, repairs, and maintains a wide variety of industrial electrical equipment, including High Voltage (4260-volt) switchgear and 480-volt Motor Control Center gear;
- Installs, troubleshoots, repairs, and maintains Variable Frequency A/C Drive motor controllers;
- Reviews and approves electrical plans for new construction and/or upgrades of existing facilities;



- Provides training to Water Treatment Plant personnel that operate the various process control, SCADA, high voltage electrical equipment, and other systems, including standby power generating equipment;
- Performs supervisory duties of all Electrician position(s);
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of departmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of operating principles of process control equipment;
- Thorough knowledge of electronic calibration principles and standards;
- Thorough knowledge of the concepts and principles of programmable logic controllers;
- Thorough knowledge of the concepts and principles of variable frequency drives;
- Thorough knowledge of principles of AC and DC electricity, diagnostic and analytical tests needed to diagnose and troubleshoot electronic and electrical devices;
- Thorough knowledge of operating principles of high voltage power switching systems;
- Thorough knowledge of safety procedures and precautions relating to installation, maintenance and repair of instrumentation, electronic and electrical equipment;
- Thorough knowledge of the NFPA National Electrical Code;
- Ability to use critical thinking skills to analyze, troubleshoot, and repair complex integrated process control systems;
- Ability to read and interpret schematic drawings, diagrams, blueprints and other technical drawings of electronic and electrical equipment;
- Ability to use various hand and power tools;
- Ability to operate complex electronic and electrical testing equipment;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard and customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with an Associate's Degree in Process and Automation Control Systems or
- Five years experience involving Industrial Process Control Systems and
- Five years experience involving Industrial Electrical Power systems or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Valid New Hampshire driver's license;
- New Hampshire Master's Electrician License.
- Water Treatment Plant Grade II Operators License Preferred

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely with electronic and electrical equipment;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools and electronic testing apparatus;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to operate hand and power tools and electronic testing apparatus and execute confined space entry.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_





# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
www.ManchesterNH.gov



November 6, 2006

Alderman Ted Gatsas, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
Manchester, New Hampshire 03101

### Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

On behalf of Tom Bowen, P.E., Director of Waterworks, I am requesting the establishment of a new class specification and the reclassification of an Electrician II position. The proposed class specification is to be called Process Control Technician, salary grade 19. The current classification of the affected position is Electrician II, salary grade 17. If approved on December 19, 2006, the cost of the reclassification for the balance of FY 07 would be \$1,174.77.

On October 4, 2006, Tom Bowen submitted his formal request to have the Electrician II position reviewed for the purpose of reclassification to a new title of Process Control Technician. A review of the materials that was submitted as well as a desk audit makes me conclude that the Electrician II position needs to be reclassified.

Since the completion of the waste water treatment plant, there have been significant changes in the duties that are required of an Electrician at the plant. Basically, a lot of new equipment was added to the plant, the incumbent has assumed a higher level of responsibility for programming and maintaining the new equipment. When the position was established as an Electrician II by Yarger Decker, the Department had one major controller and some communication equipment going to outstations. Since that time, over four million dollars in equipment has been added to the plant and the majority of the equipment is complex control equipment. The Department had approximately 20 variable and frequency drives. Now the Department has over 60 different units. There are five or six different brands of units. Because of the number of different brands, each one programs differently.

Due to the magnitude of the work involved in the initial system upgrade, vendors were originally hired to develop the new systems. The incumbent worked with the vendors to develop the water quality overview screens and assisted in the page development in the SCADA system. As a result of the incumbent's background, work with the vendors as well as additional training, the incumbent now has the knowledge and ability to do the work that the vendors had been doing. With time, the incumbent will be required to add new pages in the SCADA system and will be responsible for radio connections, PLS's, graphical interface with SCADA, etc. etc.

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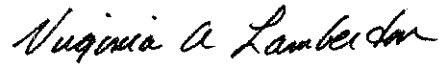
November 6, 2006

We compared the duties of this Electrician II position with the duties that are assigned to other Electrician II positions and clearly, this position has a higher level of responsibility and is more complex. Therefore, I am recommending that you authorize the establishment of a new class specification and the reclassification of the Electrician II position.

I am attaching a copy of the proposed class specification for your review and information.

Your favorable approval of both a new class specification and the reclassification of the Electrician II position would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton  
Human Resources Director

Attachment

Cc: Tom Bowen, P.E., Director

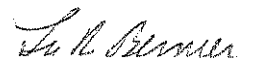


**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request of the Mayor for authorization of an additional Assistant to the Mayor part-time position be approved.

*(Aldermen Garrity, Duval and Pinard in favor. Aldermen Shea and Gatsas opposed.)*

Respectfully submitted,



Clerk of Committee

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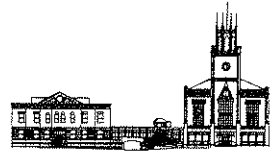




# CITY OF MANCHESTER

## Human Resources Department

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November 20, 2006

Alderman Ted Gatsas, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Request for New Position

Dear Alderman Gatsas and Members of the Committee:

During the budget process last Spring, the Board increased the Mayor's budget to support an additional position in the Mayor's Office. Therefore, on behalf of the Mayor, I am requesting that you authorize a change in the compliment of the Mayor's Office to include an additional Assistant to the Mayor.

Currently, the compliment for the Mayor's Office is the Mayor and three staff positions. The positions are all identified as Assistant's to the Mayor, but the salaries vary dependent upon the level of the duties and responsibilities that are assigned to the incumbents. This fourth position will be part time and carry a salary of \$500 a week. The cost for this part time position for the balance of the fiscal year shall be \$15,500. There are no benefits associated with this position since it will be part time. Funds are available in the Mayor's budget to support this position.

Your favorable approval to authorize this additional Assistant to the Mayor position would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

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**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance, respectfully recommends, after due and careful consideration, that the Board adopt the enclosed policy for a Flexible Benefit Vacation Buy Plan and further recommends that Ordinance:

“Amending Section 33.079 (H) (1) Flexible Benefit Vacation Plan of the Code of Ordinances of the City of Manchester.”

be referred to the Committee on Bills on Second Reading for technical review.

*(Unanimous vote.)*

Respectfully submitted,



Clerk of Committee

G

# City of Manchester New Hampshire

*In the year Two Thousand and* six

## AN ORDINANCE

"Amending Section 33.079 (H) (1) Flexible Benefit Vacation Plan) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

### 33.079(H) (1) FLEXIBLE BENEFIT VACATION PLAN

(H) (1) Flexible Benefit Vacation Plan Elections: Employees may be authorized in writing by their department head, to purchase additional vacation credits over their normal accrued credits. The additional vacation credits may only be used with the approval of the department head and only after the exhaustion of normal vacation credits. The Human Resources Department shall establish policies and procedures which shall govern the way an employee can use the vacation credits, what happens if the employee does not use the credits and the way an employee will place the appropriate funds into a special account. The purchase of these additional vacation credits shall not alter the maximum accrual limits as set forth in Ordinance Section 33.079(H).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

G

## **POLICY FOR FLEXIBLE BENEFIT**

### **VACATION BUY PLAN**

Effective the pay period commencing January 1, of each year, regular full time employees may elect to purchase one or two additional weeks of vacation credits over and above their regular entitlement with pre-tax dollars. An eligible employee shall complete an enrollment form and submit it to his department head for approval and signature. Vacation credits may be purchased in one or two week increments.

The enrollment form shall include the following information:

1. The amount of vacation credits the employee  
Is purchasing.
2. The amount of money the purchase is costing the employee.
3. The signature of the employee's department head.
4. The signature of the employee that he/she understands that  
he/she must have exhausted all of his/her accrued vacation  
time prior to using the purchased vacation credits.
5. The signature of the employee that he/she understands that  
he/she can not change his/her election during the plan year  
unless there is a qualifying change in family or employment  
Status.
6. The signature of the employee that he/she understand that any  
funds not claimed for the plan year must be forfeited and can  
not be refunded or carried forward to the next year.
7. The signature of the employee that he/she understands that  
his/her social security benefits may be reduced by this election  
due to the pre-tax treatment of these expenses.

Upon receipt of the enrollment form, Human Resources shall establish a payroll deduction for the employee for the enrollment year. The payroll deduction shall be on a pre-tax basis. Funds that are deducted from the employee's pay shall be placed in a secured account for future use during the calendar year.

Employees shall be able to use the full amount of the purchased vacation credits subject to department head approval and provided the employee has exhausted his/her accrued vacation time.

## ENROLLMENT FORM

### FLEXIBLE BENEFIT VACATION CREDIT PURCHASE

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Department: \_\_\_\_\_

I want to purchase:

\_\_\_\_\_ One (1) Week Vacation Credits \_\_\_\_\_ Two (2) Weeks Vacation Credits

I authorize \$\_\_\_\_\_ to be deducted from my weekly paycheck. \_\_\_\_\_ initial

I understand and agree that I can not use my purchased vacation credits until such time as my regularly accrued vacation time is exhausted. \_\_\_\_\_ initial

I understand that any funds that are in my vacation credit account that I do not get to use by the end of the calendar year will be forfeited. \_\_\_\_\_ initial

I understand that my social security benefits may be reduced by electing to purchase vacation credits. \_\_\_\_\_ initial

I understand that if I terminate my employment and have received vacation credit pay but have not paid for it, the amount overpaid shall be deducted from my final pay check. \_\_\_\_\_ initial

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Dept Head Signature      Date

\_\_\_\_\_  
Payroll Coordinator      Date

\_\_\_\_\_  
Human Resources      Date

G



# CITY OF MANCHESTER

## Human Resources Department

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October 23, 2006

Alderman Ted Gatsas, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Amendment to Flexible Spending Program  
Proposed Amendment to Ordinance 33.079 (H)

Dear Alderman Gatsas and Members of the Committee:

Several years ago, the City began to offer the Flexible Spending Program. This program is a win win program for the employees as well as the City. The current program provides for employees to have pre-tax dollars taken from their paychecks to pay for non-reimbursable medical expenses as well as day care expenses for their dependents.

A fairly new provision for this program is to allow employees to purchase vacation credits. The purchasing of vacation credits is at the total expense of the employee. An employee would be required to ask his/her department head to agree to allowing said employee to purchase additional vacation credits up to two additional weeks per calendar year. The employee would not be able to utilize the vacation credits until such time as the regular vacation credits had been exhausted and the department agrees to utilizing the credits. If the employee does not use the purchased vacation credits, he/she loses the accrued monies that have been put in an account for the employee.

Many public and private employers are offering this benefit. Locally, Public Service Company of New Hampshire has offered this program for several years and it has been a great success. The risk is limited to the employee, not the employer. As is the case with the non-reimbursable medical expenses and the day care expenses, if the employee does not utilize the monies that are set aside, he/she loses those funds.

In order to ensure that this program does not impact on the vacation Ordinance, we will need to add a new section to Ordinance 33.079 (H). The proposed Ordinance clearly states the purchasing of the additional vacation credits will not alter the maximum accrual limits that are set forth in the Ordinance.

G

October 23, 2006

I am also attaching the proposed policy for purchasing vacation credits as well as a proposed enrollment form for your review and information.

Over the past few years, when we have recruited for new administrators, the amount of vacation time that is provided has been a problem in getting highly experienced individuals to apply for positions. The provision would help to allay that problem as we recruit for several important positions.

I would ask that you approve this change in the Flexible Spending Program. If you have any additional questions, I would be happy to answer them.

Respectfully submitted,



Virginia A. Lamberton  
Human Resources Director

Attachments



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request that two support positions assigned to the Ordinance Violations Unit in the Police Department be reclassified from Customer Service Representative I to the level of Customer Service Representative II.

*(Unanimous vote.)*

Respectfully submitted,



Clerk of Committee





# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Customer Service Representative II
<b>Class Code Number</b>	1030

### General Statement of Duties

Performs a variety of clerical, general office duties, and information dissemination services for employees and visitors; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to serve as a central communication point within a City department and to provide clerical and administrative support functions to office personnel. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision may be exercised over other office personnel. This class is distinguished from the class of Customer Service Representative I due to a larger programmatic responsibility and greater administrative duties. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Answers department telephone calls, receives and greets visitors to the department and provides information to callers and visitors or refers callers and visitors to other appropriate departments or City personnel;
- Answers customer questions requiring detailed programmatic knowledge of Departmental operations;

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- Follows up on complaints from customers involving gathering information from several Departmental and/or intra-Department sources;
- Prepares correspondence, lists and other documents on computer;
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;
- Requisitions all department materials and supplies;
- Coordinates the work of other employees involved in customer service delivery;
- Copies, packages and distributes a variety of written materials as requested by office personnel;
- Screens visitors, telephone calls, faxes, mail and messages directed to office personnel;
- Receives cash for designated items, makes appropriate change and reconciles cash drawers;
- Processes applications, licenses or related documents as necessary;
- Dispatches information to key Departmental personnel as necessary;
- Distributes incoming mail to all appropriate City departments;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Substantial knowledge of current practices and procedures involved in customer service delivery;
- Substantial knowledge of modern office procedures, practices and equipment;
- Substantial knowledge of modern office filing systems and procedures;
- Substantial knowledge of the function of services within the public sector, preferably within a municipality;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with City activities and policies;
- Ability to quickly learn the core area of knowledge of Departmental operations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to accurately count large amounts of money and make bank deposits;
- Ability to type correspondence and reports;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from High School or possession of a GED; and
- Some experience in general office operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- None.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

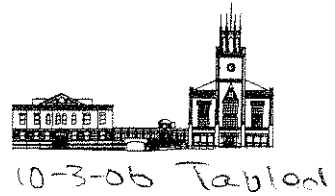
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# CITY OF MANCHESTER

## Human Resources Department

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September 27, 2006

Alderman Ted Gatsas, Chairperson  
Human Resources and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

### Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

In July, Deputy Chief of Police, Gary Simmons, requested that this office review the support positions assigned to the Ordinance Violations Unit in the Police Department. As such, the incumbents completed position questionnaire and a desk audit took place. As a result of the desk audit, I am recommending that the two positions be reclassified from Customer Service Representative I, salary grade 11, to Customer Service Representative II, salary grade 12.

The Customer Service Representative (CSR) I, is distinguished from the Customer Service Representative II primarily due to a larger programmatic responsibility and greater administrative duties. The duties that are assigned to the CRS positions in Ordinance Violations are responsible for processing a wide range of citations. The process of processing citations includes entering important and accurate information into a database. The incumbents watch for failure to pay citations and must be fully trained on the State Spots system to ensure that information that is forwarded to the Police Department is perfect. Individuals that have received citations are often not happy about that. As such, disgruntled individuals are often at the window expressing themselves in less than a cordial manner. The CSR incumbents must maintain a dignified and professional response to the disgruntled people. The incumbents are also authorized to void citations if the violation was incorrect. Therefore, the incumbents must have knowledge of a variety of Ordinances and laws to do their work accurately and properly. In addition to the above, the incumbents must maintain cash and balance the drawer at the end of each work day.

These two positions are responsible for more than the CSR I's that I am aware of but have less complex duties than the CSR III's that I have looked at. Therefore, I am requesting that these two positions be reclassified to the level of Customer Service Representative II.

H

Alderman Ted Gatsas

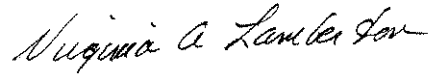
- 2 -

September 27, 2006

I am attaching a copy of the class specification for your review and information.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton  
Human Resources Director

Attachment

Cc: Chief Jaskolka  
Dale Robinson

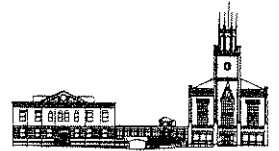
H



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)



October 5, 2006

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Item 5, HRIC Agenda 10-3-06

Dear Alderman Gatsas and Members of the Committee:

Item 5, Request to Reclassify two Customer Service Representative I positions to Customer Service Representative II, was tabled at your meeting on October 3, 2006. The reason it was tabled was because you wanted to know what the cost for the two reclassifications would be for the balance of this fiscal year.

The cost of both reclassifications will be \$1,520.26 for the balance of FY 07.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

**To the Board of Mayor and Aldermen of the City of Manchester:**

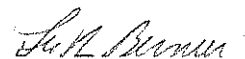
The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request of the Public Works Director to reallocate the Equipment Service Technician II position from a salary grade 13 to a salary grade 14 be approved and for such purpose recommending that Ordinance:

“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

be referred to the Committee on Bills on Second Reading for technical review.

*(Unanimous vote.)*

Respectfully submitted,



Clerk of Committee

# City of Manchester New Hampshire

*In the year Two Thousand and*

six

## AN ORDINANCE

“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Change Equipment Service Technician II, Class Code 5510 from Grade 13 to Grade 14 **non-exempt**

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

I





# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Service Technician II
Class Code Number	5510

### General Statement of Duties

Performs preventative maintenance on mechanical equipment and performs specialized repair assignments; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure equipment used in public works and related operations are in usable order and remains in service for the maximum amount of time. The work is performed under the supervision and direction of the Equipment Maintenance Superintendent II or other supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from class of Equipment Service Technician I by the performance of more complex repair duties, including welding responsibilities.

The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in both a general indoor and outdoor work environment with potential personal hazards. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

### Examples of Essential Work (illustrative only)

- Performs welding duties as applied to heavy equipment, including the fabrication, repair and replacement of metal parts;
- Cuts metal and related items using an oxy-acetylene torch;

- Repairs and maintains snow plows and related equipment, including fabrication of some replacement parts;
- Examines vehicles and related equipment to determine service needs;
- Follows a preventative maintenance schedule to ensure vehicles and equipment have proper fluid levels;
- Changes engine oil and filters, air filters, fuel filters, transmission fluids and filters and related;
- Flushes gear boxes, transfers case fluids and differentials on various pieces of equipment;
- Monitors hydraulic systems and changes or adds fluids as required;
- Repairs two-way radios;
- Places and removes chains and salters on trucks for snow removal;
- Handles all petroleum, kerosene and other hazardous waste according to prescribed guidelines;
- Provides field service to equipment as needed;
- Operates equipment as necessary, including testing equipment after service as needed;
- Operates a power greaser, oil purifier, power lubber and related equipment;
- Maintains an inventory of parts and equipment;
- Maintains service records;
- Cleans vehicles and equipment as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<b>Required Knowledge, Skills and Abilities</b> <b>(at time of appointment)</b>
--

- Thorough knowledge of the operation and maintenance of gasoline and diesel engines;
- Thorough knowledge of the tools used in the upkeep of municipal vehicles;
- Skill in the service of engines and related equipment;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from High School or possession of a GED; and
- Considerable experience in engine maintenance and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Class B CDL.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor engine servicing;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
www.ManchesterNH.gov



18-3-06 T. A. V. L. A. L.

August 28, 2006

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Request for Reallocation, Equipment Service Technician II

Dear Alderman Gatsas and Members of the Committee:

On behalf of Frank Thomas, P.E., Public Works Director, I am requesting the reallocation of the Equipment Service Technician II, from a salary grade 13 to a salary grade 14.

The incumbent of the position requested that we look at the duties of the position to determine whether or not the position was properly graded. The first thing we noticed was that the position only needed four points to go to salary grade 14. In reviewing the minimum qualifications, the classification is not getting sufficient points to require experience and knowledge in welding. During the "desk audit", it was quite apparent that the nature of the work requires that an incumbent possess excellent welding skills in addition to being mechanically inclined. If you will look at the attached class specification under *Examples of Essential Work*, you will note that the first duty is to perform welding duties to heavy equipment including fabrication, repair and replacement of metal parts. The incumbent must know how to operate each piece of equipment, ie plows, loaders, graders, etc. etc. Once the equipment has been moved, then the incumbent must have solid skills and knowledge to fabricate and repair parts. This requires welding experience and knowledge.

In relative terms, regular truck drivers are not typically able to operate such diverse pieces of equipment, nor are they required to have the knowledge to repair the equipment. These positions are typically at salary grade 14. It seems apparent that to ensure that there is equity in pay, that the Equipment Service Technician II position be reallocated to a salary grade 14.

I am attaching a copy of the class specification for Equipment Service Technician II.

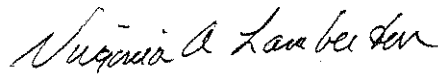
Alderman Ted Gatsas

- 2 -

August 28, 2006

Your favorable approval of this reallocation would be greatly appreciated. If you have any questions, I would be happy to answer them.

Respectfully submitted,

A handwritten signature in cursive script, reading "Virginia A. Lamberton".

Virginia A. Lamberton  
Human Resources Director

Attachment

Cc: Frank Thomas, P.E. Director

A small, handwritten mark at the bottom center of the page, resembling a stylized capital letter 'T' or the number '7'.



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)



October 6, 2006

Alderman Ted Gatsas, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Item 4 – HRIC Agenda Item #6, 10-03-06

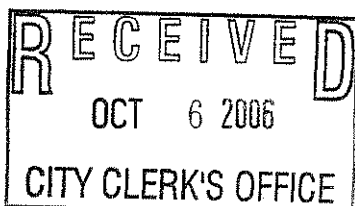
Dear Alderman Gatsas and Members of the Committee:

Item 6, Request to Reallocate the Equipment Service Technician II from salary grade 13 to salary grade 14, was tabled at your meeting on October 3, 2006. The reason it was tabled was because you wanted to know what the cost for the reallocation would be for the balance of this fiscal year.

The cost of this reallocation will be \$1,014.60 for the balance of FY 07.

Respectfully submitted,

Virginia A. Lamberton  
Human Resource Director





Robert S. MacKenzie, AICP  
Director

# CITY OF MANCHESTER

## Planning and Community Development

Planning  
Community Improvement Program  
Growth Management



Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

November 27, 2006

Honorable Board of Mayor and Aldermen  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Re: *Southern New Hampshire Planning Commission nominee*

Dear Honorable Mayor and Aldermen:

Please be advised that, at their meeting of November 9, 2006, the Planning Board voted unanimously to recommend to the BMA that Peter Capano be re-appointed to serve on the Southern New Hampshire Planning Commission. Mr. Capano's term would run through June 30, 2009.

Your favorable consideration of this nomination would be appreciated.

Sincerely,

Pamela H. Goucher, AICP  
Deputy Planning Director

C: Peter Capano

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One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)



Robert S. MacKenzie, AICP  
Director

# CITY OF MANCHESTER

## Planning and Community Development

Planning  
Community Improvement Program  
Growth Management



Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

November 29, 2006

Honorable Board of Mayor and Aldermen  
City Hall  
One City Hall Plaza  
Manchester, New Hampshire 03101

*re: Jac Pac RFP Process*

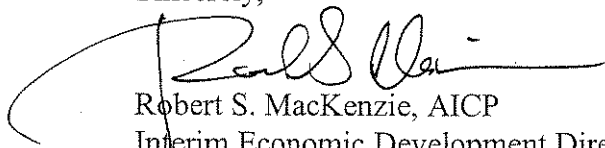
Honorable Board Members:

It was requested at last night's BMA meeting that additional information be provided on the Jac Pac RFP.

The RFP has been issued and staff is preparing for a developer's meeting to be held at the Jac Pac site on December 6. Glen Ohlund is the lead staff person on the RFP in the MEDO office. Proposals are due on January 18, 2007 at 3:00PM. Following submission, City staff will be working with the MHRA and the Manchester Development Corporation to review and evaluate the proposals. It is expected that we will bring a recommended developer to the Board of Mayor and Aldermen on or about March 16, 2007.

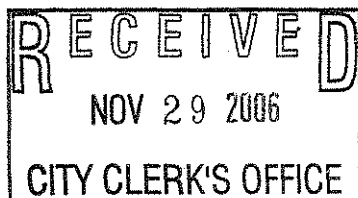
If you have any questions, I will be available at your next meeting. I also expect to have a more comprehensive look at the economic development projects at a subsequent meeting.

Sincerely,



Robert S. MacKenzie, AICP  
Interim Economic Development Director

8 B



One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)





City of Manchester  
Department of Finance

One City Hall Plaza  
Manchester, New Hampshire 03101  
Phone: (603) 624-6460  
Fax: (603) 624-6549

November 24, 2006

The Honorable Board of Mayor and Aldermen  
c/o Leo Bernier, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

***RE: Use of EPD Replacement Account Funds***

Dear Board Members:

Attached is a letter requesting authorization to expend funds from the EPD Replacement Account for equipment failures and repair costs as follows:

Septage receiving facility scale - \$50,000.00  
Aerator - \$60,000.00

The Finance Department customarily requests the authorization of the Board, prior to processing payments for the funds requested. For your general information, this account currently has an uncommitted cash balance of \$412,455.02.

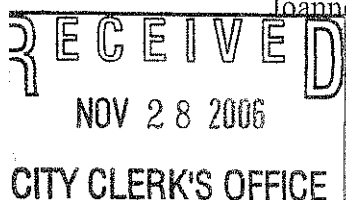
Therefore this request is for utilization of the funds, in the amount of \$110,000.00, to enable the repairs for the septage receiving facility scale and aerator.

Respectfully submitted,

Sharon Wickens  
Financial Analyst II

Attachment

CC: Randy M. Sherman  
Fred McNeill  
Frank Thomas, P. E.  
Joanne L. Shaffer



13



**City Of Manchester  
Department of Highways  
Environmental Protection Division**

300 Winston Street  
Manchester, New Hampshire 03103-6826  
(603) 624-6595 Fax (603) 628-6234

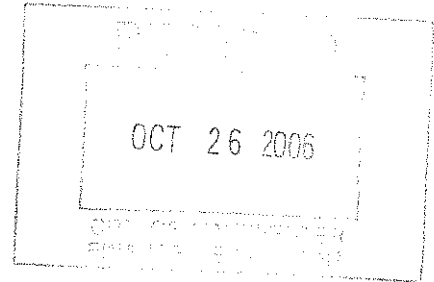
Frank C. Thomas, P.E.  
Public Works Director

Kevin A. Sheppard, P.E.  
Deputy Public Works Director

October 25, 2006  
No. 06-138

Mr. Randy Sherman  
Finance Department  
One City Hall Plaza  
Manchester, NH 03101

**RE: EPD Replacement Account  
Request to Withdraw Funds**



Dear Mr. Sherman,

The City's wastewater treatment facility has had three major unanticipated equipment failures in the past two months. The equipment failures and repair costs are as follows:

1. Septage receiving facility scale - \$50,000
2. Aerator - \$60,000
3. Incinerator economizer - \$400,000

We have already started repairs to the septage receiving facility scale and aerator because these are critical to the day-to-day operation of our facility. The economizer, since its such an expensive repair and is not critical to our day-to-day operation, we'll wait until the 08 fiscal year where we can properly budget for its repair. Due to this \$110,000 in unanticipated and unbudgeted equipment repairs that we will incur this fiscal year, we are hereby submitting a formal request to access EPD's replacement account to pay for these repairs. The replacement account currently has a balance of \$410,730.

If you have any further questions, or require any additional information, please feel free to contact us at your convenience.

Sincerely,

Frederick J. McNeill, P.E.  
Chief Sanitary Engineer

cc Frank C. Thomas, P.E.  
Kevin A. Sheppard, P.E.  
Tom Corey  
June George

13

# City of Manchester New Hampshire

*In the year Two Thousand and Six*

## AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by adding Sections and changing language to 70.06, 70.48 and 70.78 providing for Pay and Display Meters, Procedures, Enforcement and Penalties."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend the Code of Ordinances of the City of Manchester by inserting new language as follows:

### §70.06 DEFINITIONS (ADD NEW)

PAY & DISPLAY METER is a single unit that replaces multiple meters. The motorist pays for parking at the pay station and receives a receipt to be placed face-up on the dashboard of their vehicle. This receipt indicates the start and end of the time purchased.

### §70.48 (ADD NEW SECTION)

#### (C) PAY & DISPLAY METER :

1. Procedure for using Pay & Display Meters
  - (a) Area for pay and display meter parking will be marked with signs, indicating the time zone and where the Pay & Display Meter is located.
  - (b) The motorist may park their vehicle and proceed to the pay station.
  - (c) The motorist has the choice to pay with credit card or US Coins (Dollars, Quarters, Dimes, or Nickels).
  - (d) Minimum credit card transaction is \$1.00.
  - (e) The motorist will receive a Pay & Display Receipt (P&DR) which must be placed face up on the dashboard of their vehicle.
  - (f) The receipt must be visible from both sides of the vehicle.
  - (g) The receipt is valid at any pay & display meter in the city as long as it is not expired or the vehicle has not been parked for longer than the allowed time limit in that particular space.
  - (h) The receipt is only valid on the date issued.
  - (i) Only one receipt is allowed on the vehicle dashboard.
2. Pay & Display Receipts will at minimum have the following printed information:
  - (a) Issued date and time
  - (b) Expiration date and time
  - (c) Machine ID number
  - (d) Receipt number
  - (e) Payment amount
  - (f) City's name
  - (g) Words "PLACE ON DASHBOARD FACE UP"

# City of Manchester New Hampshire

*In the year Two Thousand and Six*

## AN ORDINANCE

“Amending the Code of Ordinances of the City of Manchester by adding Sections and changing language to 70.06, 70.48 and 70.78 providing for Pay and Display Meters, Procedures, Enforcement and Penalties.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

3. Procedure for enforcement:

- (a) A vehicle with no obvious signs of a purchased Pay & Display Receipt (from the current day) placed face up on the dashboard of the vehicle will be issued a parking citation for “Failure to Display Pay & Display Receipt” pursuant to §70.78.
- (b) A vehicle displaying an expired Pay & Display Receipt (current date) will be subject to a parking citation for “Expired Meter” pursuant to §70.78.
- (c) A vehicle not parked wholly within the lines identifying the parking space will be subject to a parking citation for “No Parking Zone” pursuant to §70.78.
- (d) Vehicles are also subject to any time restriction as posted.

4. Out-of-Order Pay and Display Meters.

If a Pay and Display Meter is out-of-order or otherwise inoperable, the motorist will be directed to the nearest alternative Pay and Display Meter to obtain a valid receipt.

§70.78 PENALTY (ADD THE FOLLOWING)

VIOLATION	BASIC PENALTY	AFTER 7 DAYS
Failure to Display Pay & Display Receipt	\$10	\$20

II. Resolved, this ordinance shall take effect upon passage.

November 28, 2006. In Board of Mayor and Aldermen. Passed to be Enrolled.

## To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.

ought to pass.

*(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)*

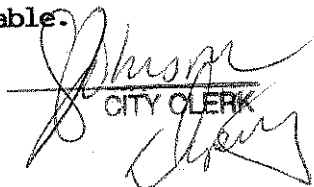
IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006


ON MOTION OF ALD. Garrity

SECONDED BY ALD. Smith

VOTED TO table.

  
CITY CLERK

Respectfully submitted,



Clerk of Committee

# City of Manchester New Hampshire

*In the year Two Thousand and Six*

## AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, and 875-16."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. "Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (General Industrial/Industrial Park) located on Gold Street including Tax Map 875, Lots 14, 15, and 16, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of the intersection of Gold Street and John E. Devine Drive extended, said point being on the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, approximately 965 ft. to a point;

Thence, southerly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 570 ft. to a point;

Thence, southwesterly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 1,075 ft. to a point;

Thence, northwesterly generally along the centerline of the former Lawrence Branch of the Boston and Maine Railroad, a distance of approximately 1,090 ft. to a point, said point being the zone boundary line of the R-1B (Residential One-Family) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the new zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, after this amendment, a distance of approximately 515 ft. to a point, said point also being the point of beginning.

Said description to include TM 875, Lot 14, Lot 15, and Lot 16 consisting of approximately 19.43 acres of private land, to be rezoned from IND (General Industrial/Industrial Park) to B-2 (General Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

DEVINE  
MILLIMET

ATTORNEYS AT LAW

*By Hand Delivery*

SUSAN V. DUPREY  
603.695.8505  
SDUPREY@DEVINEMILLIMET.COM

June 19, 2006

Office of the City Clerk  
One City Hall  
Manchester, NH 03101-2097

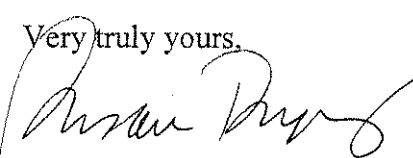
*RE: GFI Gold Street, LLC - Petition for Rezoning*

Dear Sir or Madam:

Enclosed please find a Petition for rezoning parcels Map 875, Lot 15 and Map 875, Lot 16. Also enclosed is our check in the amount \$300.00. Our office represents GFI, which requests this rezoning.

Please feel free to contact me should you have any questions regarding this matter or if additional information is required. Thank you.

Very truly yours,

  
Susan V. Duprey

SVD:ml

Enclosures

J:\WDOX\DOCS\CLIENTS\16717\76570\M0875840.DOC

July 11, 2006.

In Board of Mayor and Aldermen.

On motion of Alderman Garrity, duly seconded by Alderman Forest, it was voted to refer the petition for rezoning to a Public Hearing on Monday, August 7, 2006 at 6 PM in the Aldermanic Chambers of City Hall and further to authorize execution of agreements enclosed subject to the review and approval of the City Solicitor.

  
City Clerk

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STATE OF NEW HAMPSHIRE  
CITY OF MANCHESTER

GFI GOLD STREET, LLC

PETITION FOR REZONING

NOW COMES the Petitioner, GFI Gold Street, LLC, by and through its attorneys, Devine, Millimet & Branch, Professional Association, and petitions the Board of Mayor and Aldermen of the City of Manchester, in accordance with Article 16 of the City of Manchester Zoning Ordinance, to change the zone of and amend the Zoning Map regarding 2 parcels of land, one of which is located at 725 Gold Street and the other of which is near Gold Street, County of Hillsborough, City of Manchester and identified as Map 875 Lot 15 and Map 875 Lot 16 in the tax records for the City of Manchester. In support thereof, Petitioner states as follows:

1. GFI Gold Street, LLC is the owner of record of that parcel of land located at 725 Street and identified as Map 875 Lot 15 in the tax records of the City of Manchester (Property 1). Property 1 is approximately 15.178 acres in size and was formerly the site of Associated Grocers which has since relocated. Property 1 is currently zoned Industrial.

2. Ashkars Children's Limited Liability Company and John N. Ashkars own a parcel near Gold Street which has no building situate on it and abuts Property 1 which land is identified as Map 875 Lot 16 in the tax records of the City of Manchester ("Property 2"). Property 2 is approximately 36,864 square feet in size and is also zoned Industrial. Property 2 is subject to a purchase agreement in favor of GFI Gold Street, LLC.

3. The Petitioner, GFI Gold Street, LLC, for itself as owner of Property 1 and as agent for the owners of Property 2, seeks to change the zoning classification of Property 1 and Property 2 from Industrial to B-2 in order to locate a retailer on Property 1 and Property 2.

4. A copy of the tax map showing Property 1 and Property 2 as situated in the Industrial Zone and the zoning designations for the surrounding properties is attached is Exhibit A.

5. It is believed that the change of zone will have little impact on the surrounding area in that much of the surrounding area was either zoned B-2, has been rezoned from



Industrial to B-2 or variances have been granted to allow uses permitted in the B-2 zone.

Changing the zone to B-2 will reduce heavy truck traffic in the area as Property 1 is now used as a 24 hour per day trucking terminal. Plans are being prepared to help address and to generally improve conditions on Gold Street.

6. This proposed change will have a substantial positive tax revenue impact for the City of Manchester and will have no effect on the environment as Property 1 is already developed for an industrial use. There will be no impact on municipal services or facilities.

7. The names, addresses, tax map numbers and lot numbers of all abutting property owners and all properties on the opposite side of the street from Property 1 and Property 2 are attached as Exhibit B.

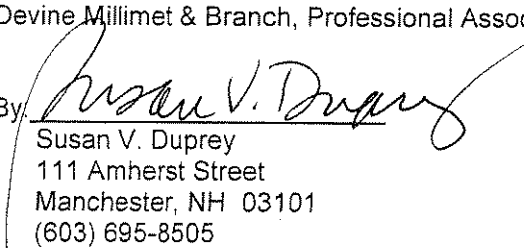
8. A metes and bounds description of Property 1 and Property 2 is attached as Exhibit C.

9. The Petitioner respectfully requests that the Honorable Board of Mayor and Aldermen approve this request to change the zone for Property 1 and Property 2 from Industrial to B-2 and to amend the Zoning Map to reflect this change.

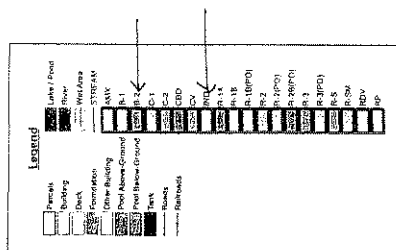
Respectfully submitted,

GFI Gold Street, LLC  
By its Attorneys,  
Devine Millimet & Branch, Professional Association

By

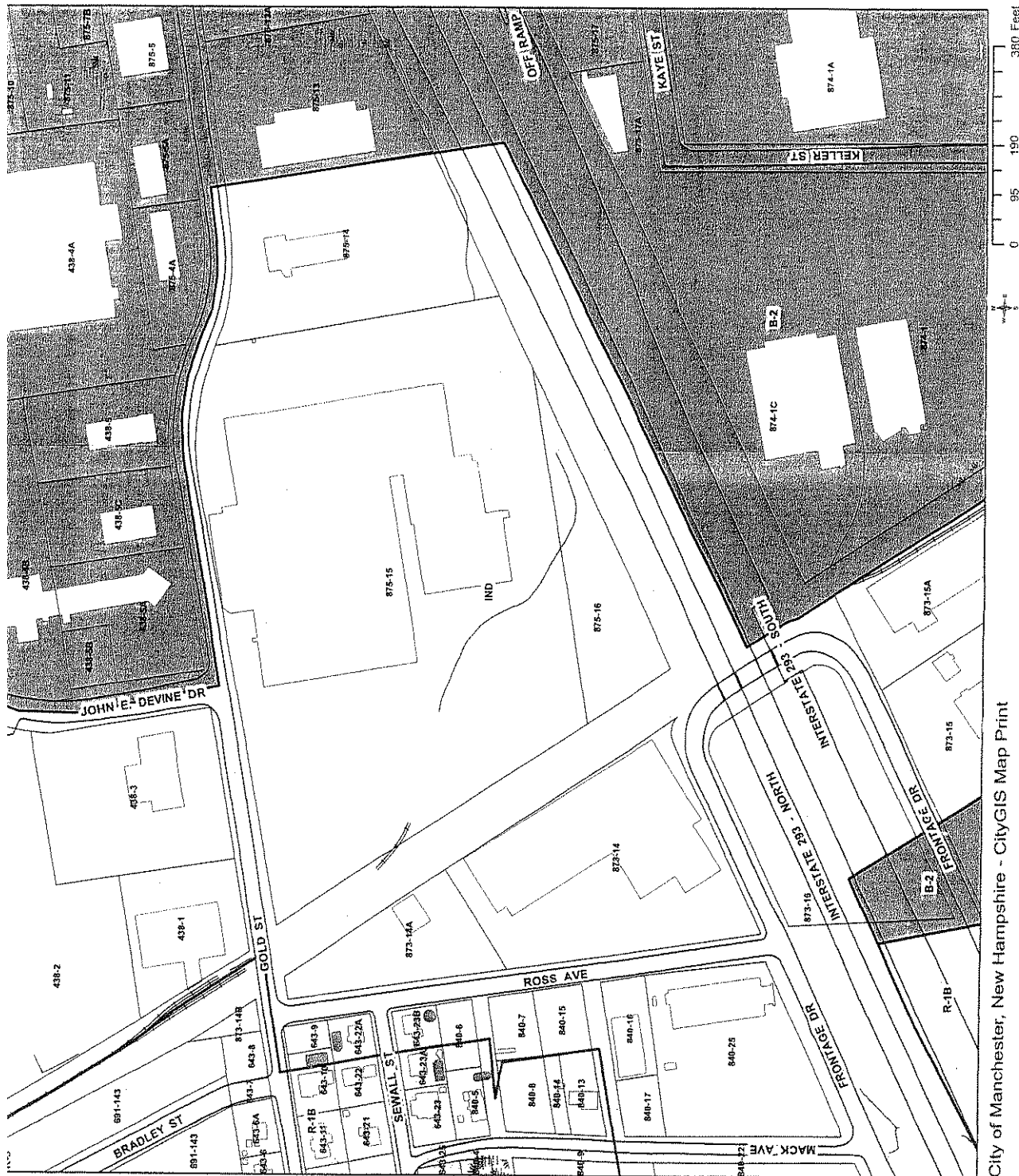
  
Susan V. Duprey  
111 Amherst Street  
Manchester, NH 03101  
(603) 695-8505

Dated: June 19, 2006



DISCLAIMER

The information appearing on this map is for the convenience of the user. The public record of the City of Manchester, NH (the "City"), this map is not intended to be used as a basis for engineering, planning, or other professional services. Measurements, right-of-way, etc., appearing on this map should be considered approximate, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the City of various City, County, and State government agencies and departments, and are a public record. The user agrees to accept the responsibility for any errors, omissions, or misstatements, and agrees to release and defend the City from any and all claims, damages, or liabilities arising from this map, you agree to these terms and conditions.



City of Manchester, New Hampshire - CityGIS Map Print

## Exhibit C

### Legal Description for Lot 875-15, located at 725 Gold Street, Manchester:

A certain tract or parcel of land with the buildings thereon, situate in Manchester, Hillsborough County, State of New Hampshire, being Lot 875-15 on Plan #\_\_\_\_\_, entitled "ALTA/ACSM Land Title Survey, 725 Gold Street in Manchester, New Hampshire (Hillsborough County), dated December 22, 2005, prepared by BSC Group, more particularly bounded and described as follows:

Beginning at a point on the northeasterly corner of the Lot on the southerly line of Gold Street; thence

1. South  $9^{\circ} 17' 43''$  East, a distance of 80.15 feet to a concrete bound found; thence
2. South  $09^{\circ} 76' 53''$  East, a distance of 488.15 feet by the westerly side of Lot 875-14; to a an iron pipe at the southeasterly corner of the lot; thence
3. South  $64^{\circ} 53' 52''$  West, a distance of 310.73 feet by the northerly line of the Interstate Highway 293 to an iron pipe; thence
4. South  $82^{\circ} 28' 33''$  West, a distance of 517.33 feet by the northerly line of Lot 875-16 to an iron pipe at the southeasterly corner of the premises; thence
5. North  $32^{\circ} 51' 25''$  West, a distance of 21.90 feet to an iron pipe; thence
6. North  $08^{\circ} 01' 16''$  West, a distance of 19.62 feet to an iron pipe; thence
7. North  $32^{\circ} 51' 25''$  West, a distance of 714.62 feet by the easterly side of the rail road tracks to an iron pipe at the northwest corner of the premises on the southerly line of Gold Street; thence
8. North  $80^{\circ} 33' 28''$  East, a distance of 305.63 feet by the southerly line of Gold Street to an iron pipe; thence
9. North  $80^{\circ} 16' 28''$  East, a distance of 586. 18 feet by the southerly line of Gold Street to an iron pipe; thence
10. Curving in a southeasterly direction with a radius of 399.80 feet, along the southerly line of Gold Street, a distance of 230.44 feet to the point of beginning.

Containing 15.178 Acres, more or less.

**Legal Description for Lot 875-16, located on Gold Street, Manchester:**

A certain Tract or parcel of land, situated in Manchester, bounded and described as follows:

Beginning at a point on the southwest corner of the premises north of the Interstate Highway 293, thence

1. North  $32^{\circ} 51' 25''$  West along said Manchester-Lawrence Railroad for a distance of 157.68 feet, more or less to an iron post set at land of Associated Grocers; thence
2. South  $82^{\circ} 28'$  East for a distance of 517.33 feet, more or less to the interstate Highway 293; thence
3. South  $64^{\circ} 53' 52''$  West for a distance of 471.90, along said Interstate Highway 293 to the point of beginning.

J:\wdox\docs\clients\16717\76570\M0869436.DOC

RECEIVED  
MANCHESTER CITY CLERK

Ashkar Children's Trust Limited Liability Company  
Mrs. Georgette Ashkar, Managing Member  
8160 East Quincy Avenue  
Cherry Hills Village, CO 80111  
(303) 796-8128

Mr. John Ashkar  
29 Fairmount Drive  
Danbury, CT 06811  
(203) 792-4963  
JUN 20 P12:21

June 19, 2006

The Board of Mayor and Aldermen  
of the City of Manchester  
One City Hall  
Manchester, NH 03101-2097

Re: Authorization to Pursue Rezoning

To Whom It May Concern:

We, the undersigned, being the owners of the real property sometimes referred to as Map 875, Lot 16, located near Gold Street in Manchester, New Hampshire, hereby grant our authority to GFI Gold Street, LLC, to take any and all actions required or deemed necessary to re-zone the property from "Industrial" to "B 2".

Thank you for your attention to this matter, and if you have any questions please contact our counsel, Susan Perkins of Perkins Ruschena, LLC, at (303) 779-8100.

Sincerely,

Ashkar Children's Trust Limited Liability  
Company

  
By: Georgette Ashkar, Managing Member

  
By: John Ashkar

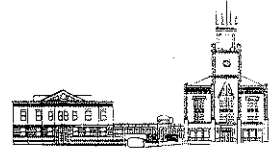


# CITY OF MANCHESTER

## Planning and Community Development

Robert S. MacKenzie, AICP  
Director

Planning  
Community Improvement Program  
Growth Management



Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

June 28, 2006

Mr. Leo Bernier, City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Re: *Technical Review, Rezoning Petition – Gold Street*

Dear Mr. Bernier:


In accordance with the procedures on rezoning requests, the following information is being provided to your office in consideration of a rezoning request filed by the owner of one property and agent for a second property on Gold Street (including two lots: Lot 875-15 and 875-16). The subject parcels are located on the south side of Gold Street east of the former Lawrence Rail Branch. The first property is 15.2 acres currently containing the Associated Grocers Building and the second is .85 acres in size that is vacant. The subject properties are currently zoned *Industrial (IND)*. The applicant is requesting that the zoning district be changed to General Business (*B-2*).

Presently, while the parcels are adjacent to a B-2 on one side, the rezoning action would create one parcel that would be zoned IND and surrounded by B-2. As this could be considered spot zoning, we would recommend that the parcel at 835 Gold Street (Lot 875-14; 3.42 acres) also be considered by the Board for rezoning from IND to B-2. In the 1993 Master Plan for the City of Manchester, this area was identified as Industrial land use although the plan also recognized that extension of the business zone into areas of industrial zone was likely and that certain precautions should be taken. The key precaution from the Master Plan as it relates to this rezoning request states "...the proposed district should be evaluated to insure that possible projects will not encourage additional traffic impacts upon residential areas..." The applicants, working with the City, have devised a traffic calming plan to mitigate impacts on Gold Street and Sewall Street which may be considered by the Board of Mayor and Aldermen.

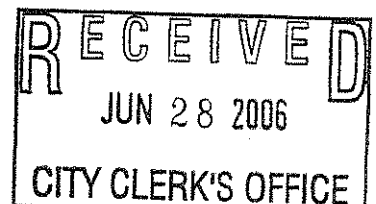
From a technical perspective, the petition may be forwarded to the Board of Mayor and Aldermen for consideration. Consistent with the policy for rezoning petitions, the planning staff is providing a copy of the petition to the Planning Board, the Building Department and the Office of the City Solicitor for comment.

I will be available for any questions that the Board may have.

Sincerely,

  
Robert S. MacKenzie, AICP  
Planning Director

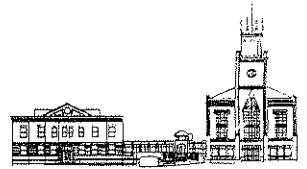
C: Planning Board  
Office of the City Solicitor  
Building Department  
Economic Development Office  
One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)





# CITY OF MANCHESTER

## Manchester Economic Development Office



August 3, 2006

Honorable Board of Mayor and Aldermen  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Gold Street

Honorable Board Members:

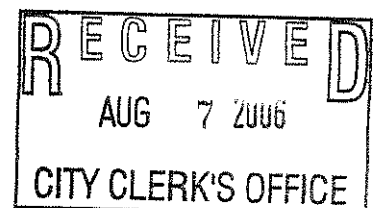
This to recommend the extension of the B-2 Zoning District to encompass the former Associated Grocer's Site, 725 Gold Street and an adjacent parcel. The proposed redevelopment of the Associated Grocers site into a new Home Depot store is projected to cost over \$21,000,000 and generate \$193,000 in new property tax revenue to the City annually. In addition the project will allow Home Depot to expand in the City of Manchester, rather than relocating out-of-town. The existing space leased by Home Depot is in great demand by quality national retailers and will be redeveloped in short order.

In addition GFI/Home Depot development venture is contributing \$4,000,000 to the Gold Street Improvement Project. This project will widen and/or bypass narrow portions of Gold Street and improve and signalize neighborhood street intersections resulting in improved traffic flow, increased safety, curbside visitor parking, sidewalks and landscaping. This improvement to Gold Street will enable the City to entertain additional retail zoning requests near the Associated Grocer/Home Depot site which could generate significant additional investment and new property tax revenue while reducing industrial traffic truck traffic in the area. Based on acreage and lot coverage projections, the City could realize as much as \$184,000 in additional new property tax revenue from future adjacent retail development. In addition, the City could negotiate to recover a portion of the City's Gold Street improvement costs from future developers.

The Gold Street site is adjacent to the growing and successful South Willow Street retail district in close proximity to residential neighborhoods. Industrial truck traffic is incompatible with consumer and neighborhood traffic automobile. In my recommendation that the highest and best use of this site is retail, not industrial.

Sincerely,

  
Paul J. Borek  
Economic Development Director



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery

ought to pass.

*(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)*

IN BOARD OF MAYOR & ALDERMEN

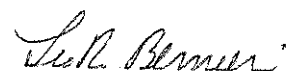
DATE: September 5, 2006

ON MOTION OF ALD. Garrity

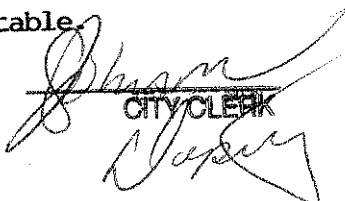
SECONDED BY ALD. Smith

VOTED TO table

Respectfully submitted,



Clerk of Committee





# City of Manchester New Hampshire

*In the year Two Thousand and Six*

## AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery and being more particularly bounded and described as follows:

Beginning at a point at the centerline of Bradley Street at a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1), said point being on the zone boundary line of the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment;

Thence, westerly across the Right of Way of Bradley Street and continuing along the northerly boundary of said property of the Diocese of Manchester TM 691-143-1, said line also being the zone boundary line between the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment, approximately 1206 ft. to a point;

Said point being the end of the northerly boundary of the Diocese of Manchester TM 691-143-1, and at the intersection with the following properties: TM 691-143, TM 691-135, TM 691-136 and TM 691-15A;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 285.94 ft. to a point;

Thence, easterly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 295.71 ft. to a point;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of approximately 130 ft. to a point, said point being on the edge of the proposed Right of Way of the Gold Street Bypass;

Thence, easterly across the Right of Way of the Gold Street Bypass to the centerline of said Bypass a distance of approximately 30 feet to a point;

# City of Manchester New Hampshire

*In the year Two Thousand and Six*

## AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Thence, northeasterly and easterly along the centerline of the Right of Way of the Gold Street Bypass as extended to the centerline of Bradley Street a distance of approximately 1,017 feet to a point;

Thence northerly along the centerline of Bradley Street to a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (TM 691-143-1) a distance of approximately 324 feet to a point, said point also being the point of beginning.

Said description meaning to include a portion of property of the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1) consisting of approximately 8.1 acres of private land, to be rezoned from the R-1B (Single-family) zoning district to the R-3 (Urban Multi-family) zoning district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

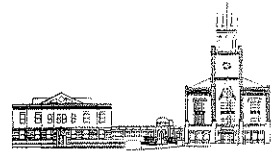


Robert S. MacKenzie, AICP  
Director

# CITY OF MANCHESTER

## Planning and Community Development

Planning  
Community Improvement Program  
Growth Management



Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

July 20, 2006

Honorable Board of Mayor and Aldermen  
City Hall  
One City Hall Plaza  
Manchester, New Hampshire 03101

*re: Rezoning of Diocese Property behind Gold Street*

Honorable Board Members:

This is to submit a request for rezoning for a portion of the Diocese Property adjacent to the proposed Gold Street Bypass from a single-family district (R-1B) to a multi-family district (R-3). The agreement that the Board recently acted upon called upon the City to initiate this rezoning. The Diocese has offered to donate the land necessary to create the new Gold Street Bypass as part of an overall plan to mitigate traffic in the area.

As this rezoning and the subsequent dedication of street area is necessary to complete the traffic improvements, it may be appropriate for the Board to time the final action on the rezoning of the Associated Grocers site with the rezoning of the Diocese property to insure that the creation of the Bypass is feasible.

From a technical standpoint, the Diocese rezoning is an extension of an existing multi-family zoning district and there are no other specific issues to preclude the rezoning to proceed to public hearing.

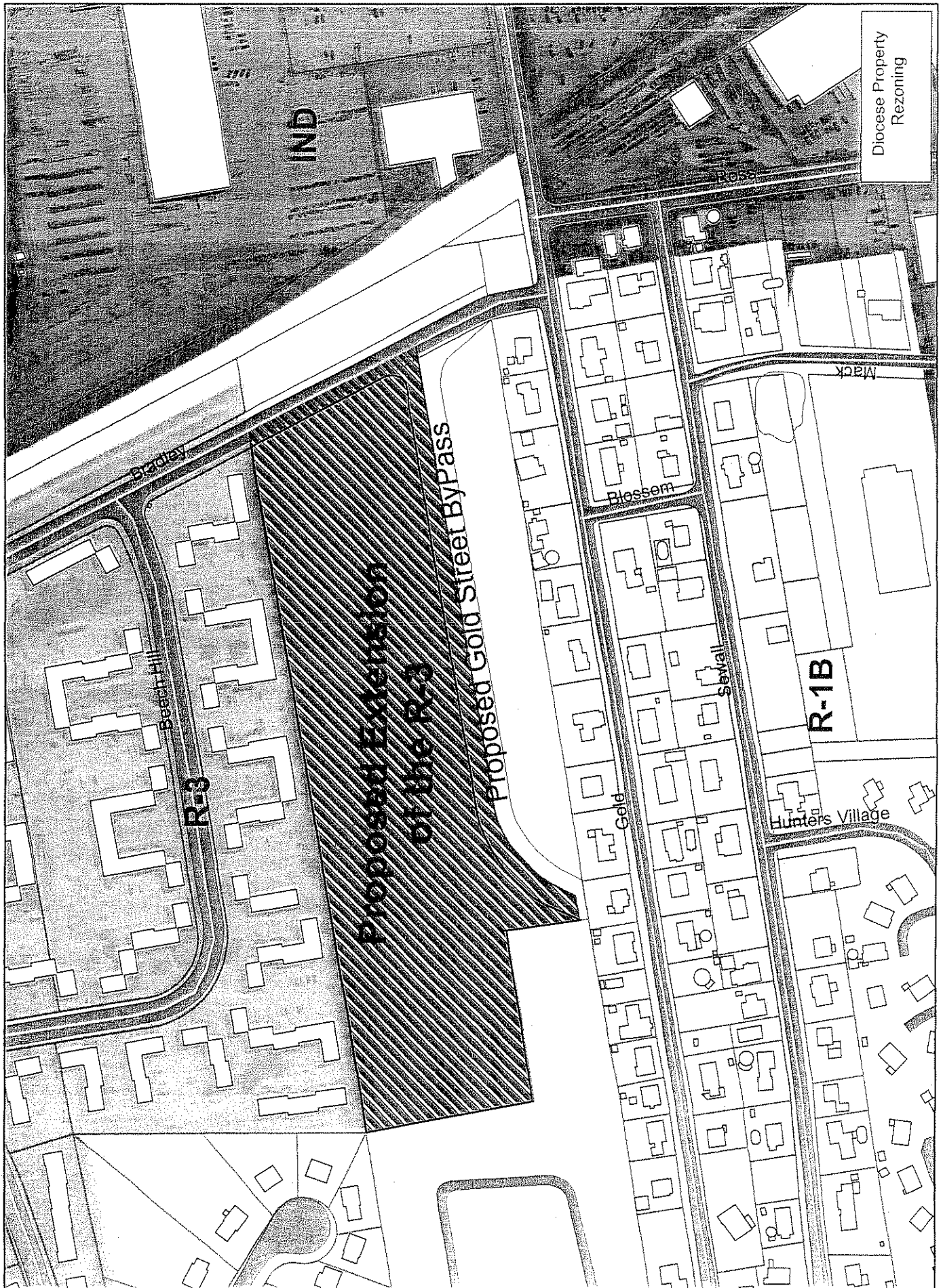
If you have any questions, I will be available at your next meeting.

Sincerely,

Robert S. MacKenzie, AICP  
Director of Planning & Community Development

C: Planning Board  
Building Department  
Brad Cook  
Tom Arnold  
Paul Borek

One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)



Diocese Property  
Rezoning

IND

R-3

Proposed Extension  
of the R-3

Proposed Gold Street Bypass

R-1B

Bradley

Beach Hill

Blossom

Gold

Sewall

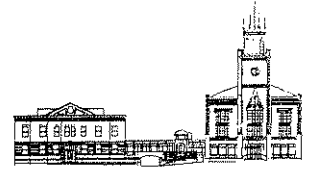
Mack

Hunters Village



# CITY OF MANCHESTER

## Manchester Economic Development Office



August 3, 2006

Honorable Board of Mayor and Aldermen  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Diocese Property Behind Gold Street

Honorable Board Members:

This is to recommend that the R-3 Zoning be extended south to encompass a 9-acre parcel created by the Manchester Diocese donation of right-of-way for the proposed Gold Street Bypass. The remaining Diocese property, between the new Gold Street Bypass and existing single family homes will retain single family zoning allowing for a compatible buffer between existing homes and the proposed Bypass.

By donating the requested right-of-way, the Manchester Diocese enabled the City of Manchester, with the generous assistance of Home Depot, to solve a decades old traffic problem in the Gold Street neighborhood. Without the Diocese donation of right-of-way, further redevelopment of the Gold Street would be prohibited. Doing so allows Home Depot to expand, create new property tax revenue and allows other retailers to expand in or relocate to adjacent parcels the City of Manchester.

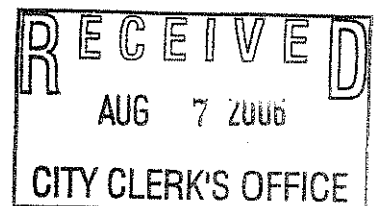
The Global Economic Development Strategy prepared by AngelouEconomics recommends that the City of Manchester “promote diverse housing that is affordable for local workers”, noting the following excerpt from the National League of Cities (<http://www.nlc.org>):

*Local governments are responsible to their residents for maintaining communities where their people can live, work, enjoy recreational activities, and access services. Affordable housing, comprehensive community development, and well-planned and coordinated land use foster communities that are vibrant, diverse and sustainable. Further, these are critical components to the economic vitality of communities and local economic regions for creating jobs and increasing municipal tax base.*

While this parcel is being considered for market rate development, Manchester’s growing employee base in The Millyard, Downtown and throughout the City includes skilled technology and financial service professionals who need housing appropriate to their desires, lifestyle and budgets. New Hampshire business leaders and demographic experts have articulated concerns about maintaining sufficient housing availability for the demand of a growing business economy. The requested rezoning helps to address the need for housing to accommodate the growing Manchester employment base. For these reasons, your approval of this request is recommended.

Sincerely,

Paul J. Borek  
Economic Development Director



One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6505 Fax (603) 624-6308  
E-mail: [econdev@ci.manchester.nh.us](mailto:econdev@ci.manchester.nh.us) [www.ci.manchester.nh.us](http://www.ci.manchester.nh.us)

16



**City of Manchester  
Department of Finance**

One City Hall Plaza  
Manchester, New Hampshire 03101  
Phone: (603) 624-6460  
Fax: (603) 624-6549

RECEIVED

NOV 20 2006

MAYOR'S OFFICE

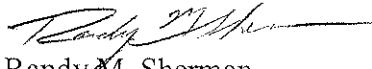
November 20, 2006

Mayor Frank C. Guinta  
One City Hall Plaza  
Manchester, NH 03101

Dear Mayor Guinta,

Per our conversation, please be advised that Kevin Clougherty's final payout was approximately \$66,000.00. The Finance Department does not have sufficient funds budgeted to fully cover these costs. In order to provide funding for a full complement, I am requesting \$50,000.00 be held in Contingency in the event that we are unable to absorb this amount by year-end.

Sincerely,

  
Randy M. Sherman  
Finance Officer

IN BOARD OF MAYOR & ALDERMEN

DATE: November 28, 2006

ON MOTION OF ALD. Lopez

SECONDED BY ALD. Duval

VOTED TO table.

  
CITY CLERK

